

MINUTES
PERSONNEL COMMITTEE

Tuesday, May 10, 2016
City Hall, Room 207
4:55 p.m.

Members Present: Ald. Tom De Wane, Ald. Joe Moore, Ald. Tom Sladek, Ald. Mark Steuer

Others Present: Ald. Dorf, Ald. Nennig, Director Boland, Chief Smith, Director Vonck, Director Foeller, Chief of Staff Rosendahl and others

1. Roll call.
2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. De Wane, seconded by Ald. Sladek. Motion carried unanimously.

3. Approval of the minutes from the April 26, 2016 meeting.

A motion to approve the minutes from the April 26, 2016 meeting was made by Ald. Sladek seconded by Ald. De Wane. Motion carried unanimously.

4. Request to reclassify two current Police Captain positions from Pay Grade 40 (\$71,060 - \$88,279) to two Police Commander positions at Pay Grade 41 (\$75,882 - \$94,309). The salaries for these positions will be funded by the general fund using vacancy savings. These reclassifications will be effective upon passage by the City Council.

A motion to approve the request as presented was made by Ald. De Wane and seconded by Ald. Moore for discussion.

Chief Smith stated he looked at the organizational structure of the Police Department even before coming to Green Bay. It didn't appear to be efficient and seemed to lack accountability. A number of officers indicated they may have three or four captains telling them three or four different tasks to do on any particular day and no one has supervision over the captains except me. An analysis was conducted over the last six weeks that included interviewing officers, surveys of staff and the community and one of the biggest weaknesses identified was accountability. The Chief indicated having commanders in charge of captains is phase one of a plan to streamline the organization. Phase two is to add sergeants within the next few years which will need to be negotiated. The second and third phase of the organizational plan includes having fewer lieutenants and more sergeants working in the field.

Ald. Moore inquired how this would affect the current patrol area structure.

Chief Smith explained the plan is to have two captains on each side of the river who will work together in AB and CD districts. In addition to giving the captains control over the community policing officers, they will have control over the patrol officers that work those districts and as a result will have a lot more resources to be held accountable for. The Chief will be able to use the COMPSTAT process, which the department is starting to implement, to hold them accountable for things that are occurring in their area. The captains are happy to do it as long as they get the resources, which they will under the new org chart. This will streamline the chain of command and people at the top will be held accountable. One commander will oversee operations and one commander in the investigation section.

Ald. Steuer asked about the timeline for implementation. Chief Smith would like to implement the plan on June 1, 2016 if Council approves. The commander positions won't be awarded based on seniority. Interested captains will need to apply and go through a competitive recruitment process.

Chief Smith stated the department is authorized for 192 sworn positions, which includes 9 captains and 30 lieutenants. Ald. Steuer asked whether the Chief had talked with the officers and captains about the new organizational structure. Chief Smith put together a team a couple of months ago who surveyed all the officers, with 141 responses. Online surveys were made available to everyone and personal interviews were completed whenever possible. The number one complaint was lack of accountability and lack of a solid chain of command.

Ald. Moore inquired about the status of the proposed Juvenile Community Outreach position. Chief Smith stated an officer has been temporarily assigned to this position for the next 60–90 days. The hope is to make this a permanent position once the contract is signed. Once approved, officers would need to apply and go through the recruitment process rather than awarding the position based on seniority.

Chief Smith clarified for the committee the organizational chart under the new plan.

Motion carried unanimously to approve the request as presented.

5. Recommendation to approve the following reorganization plan, reclassifications and requests to fill positions.

- a. Consolidate the departments of Community Services and Economic Development into the Community and Economic Development Department.

A motion to approve the request to consolidate the departments of Community Services and Economic Development into the Community and Economic Development Department was made by Ald. De Wane and seconded by Ald. Moore.

Motion carried unanimously.

- b. Reclassify the Community Services Director position from Pay Grade 41 (\$75,882 - \$94,309) to a Development Director at Pay Grade 43 (\$87,518 - \$108,852). It is recommended this reclassification be effective at the beginning of the next pay period following City Council approval. The salary for this position will be funded 100% by the general fund.

A motion to approve the request as presented was made by Ald. De Wane and seconded by Ald. Moore.

Ald. Sladek feels the reorganization should be discussed in its entirety as 5b reclassifies a position and 5c adds a new position reporting to 5b.

Director Boland stated the reorganization takes two director positions and makes one the director of the combined Community and Economic Development department and the other would be an assistant director. Under the proposal, it's recommended Kevin Vonck would be appointed to the Development Director position. A recruitment would then be conducted to fill the Assistant Development Director position.

Ald. Sladek asked for clarification that a new position is being created that currently doesn't exist. Director Boland replied yes, a new position is being created, but it will not add an additional FTE. The City has a vacant director position due to Kim Flom's departure last fall. At that time, Kevin Vonck was made the interim director over both the Economic Development and Community Services departments. The proposal is to take Kim Flom's position and make it a director position over both departments. The current Economic Development Director position would then be turned into an Assistant Director position for both departments. They are both kind of new positions, but it doesn't add to the FTE. There would be increased costs as both positions are being recommended for reclass at a higher pay grade.

Ald. Steuer noted the request is for the salary to increase two pay grades and asked if this was in order to stay competitive. Director Boland stated the Community Development Director position in the current range is quite low compared to other communities, plus the new position will combine both the Community Service and Economic Development departments. Placement at pay grade 43 would be consistent with the salary of other City department directors and with what we see happening in the market. Director Vonck would move to pay grade 43 and follow the policy to advance through the steps.

Ald. Moore asked how much input Director Vonck had on the reorganization. Director Boland indicated 95%. Director Vonck stated when he agreed to serve as interim director after Ms. Flom left he wanted to look at what opportunities there would be for improvement in the agencies. The presentation today has been through a lot of discussion, with heavy input from staff. Director Vonck feels this proposal puts the pieces in place to make the department the most effective and efficient in terms of skill sets and positions. In terms of reclassifying the Director of Community Services Agency; position wise, it's difficult to do the big projects and

also run the department from one position. The reorganization will allow the director to focus on some of the major projects in the community while the assistant position will then be able to focus on the operations, the management and the process improvement to make sure the department is doing the best it can with customer service and working with clients.

Ald. Steuer feels there are a lot of benefits to having both departments together, and asked Director Vonck to explain how this reorganization puts Green Bay in a unique position as a leader rather than a follower in regards to the structure. Director Vonck stated other communities may have economic development, planning functions and inspection functions under one umbrella. The proposal is to keep the development functions and economic opportunity pod working as project managers to see projects through the process, both large and small. The other pod would work just on operations. The department would like to get to the point of being able to take permits electronically, or plans electronically to make it easier for our residents to do projects. The department needs someone to lead those types of things; from how to get going in building from the idea, to planning, to the actual building inspection, to community investment; making sure the property inspectors in our neighborhoods are out there making sure the properties aren't going into decline and following up with investments through our federal funds and then housing adds a continuum of housing options available in the community. Director Vonck feels this plan will work best for the City.

Ald. Steuer would like to see all the various funding mechanisms that are available in the City for these types of projects, whether it's inspection or economic development. Director Vonck said Housing has some funds through the federal government that are pass through in terms of housing; the Community Development Block Grant gives the City funds that run a lot of our neighborhood operations. Director Vonck feels this proposal will allow the City to capitalize on two things. One, the City owns a lot of property and this will allow the City to strategically acquire property, manage it and also dispose of the property. Secondly, being able to focus on the tax increment districts, from Downtown, to Military Avenue, to I-43 and focusing on projects that will continue to bring development and additional revenue to those districts.

Ald. Steuer likes the fact this reorganization is looking at the Neighborhood Development Specialist, along with the Design Specialist and Historic Preservation Specialist positions and asked Director Vonck to expound on those positions as well.

Director Vonck stated at the request of Ald. Moore, the Neighborhood Development Specialist position will go to full-time and work specifically on real estate; working strategically to make sure all the requirements are met, managing and working on a plan to dispose of properties. Since bringing on the half-time position to work with neighborhood enhancement funds there has been successful movement of properties in the neighborhoods. Director Vonck would like to do the same with some of the development projects. The Design Specialist position will be able to

provide the City with GIS analysis. It would be very helpful to have someone with GIS and design capabilities in order to help move properties. Currently the department is missing this specific skill set. The Historic Preservation Specialist is a contract position. This position works with Planning and is working towards creating a historic downtown district. That could be another source of income for the City if someone could leverage historic tax credits to preserve an old building.

Ald. Sladek noted there were a number of different job titles in the organizational chart that was handed out compared to existing titles and asked Director Vonck if the City was adopting new job titles with this proposal. Director Vonck replied yes. Ald. Sladek asked if Housing and Zoning Inspectors would now be called Property Inspectors. Director Vonck said the Housing and Zoning Inspector job title would remain the same at this time. The only change in job titles is for the positions being reclassified or added. The Neighborhood Development Specialist will become the Real Estate Specialist and move from the neighborhood division to the economic development division. Currently this position is half funded by neighborhood enhancement funds, which is bonded money. Director Vonck stated there are budgeted funds for this year to continue to have that individual work on neighborhoods; and moving forward the goal is to make sure that position still works on neighborhoods but is also tied into assembling the parcels and helping with the bigger projects.

Ald. Sladek asked if the Plan Review Administrator position is the Inspection Services Specialist position. Director Boland stated the position was reclassified and the job title changed when the position was filled last year. Ald. Sladek stated the 2016 budget book lists the position as an Inspection Services Specialist and remarked the documents need to be updated.

Director Boland will provide council members with the updated information prior to the City Council meeting next week.

Motion carried unanimously to approve item 5b.

- c. Reclassify the Economic Development Director position from Pay Grade 39 (\$66,610 - \$82,720) to an Assistant Development Director at Pay Grade 40 (\$71,060 - \$88,279). Recommend approval to fill this position. The salary for this position will be funded approximately 90% by the general fund and 10% by housing authority funds.

A motion to approve item 5c as presented was made by Ald. De Wane and seconded by Ald. Moore.

Under discussion, Ald. Moore inquired if the duties of the current Economic Development Director position will change enough to require a raise in the pay grade from 39 to 40.

Director Boland stated the job duties will change significantly because the Assistant Director is going to be the operations director for Planning, Building and Inspections, Neighborhood and Housing Authority divisions. The Assistant Director will also be executive director for both the housing authority for the City of Green Bay and Brown County. This position will be completely different from the current position. The current salary is low when compared to the market and may be difficult to recruit at grade 39.

Ald. Moore requested an updated org chart with a description of the job duties be made available for the Council meeting next week. Director Boland will prepare a report that includes an updated org chart, position changes, job descriptions, and fiscal impact.

Ald. De Wane noted there have been a number of positive changes the last couple of years with good people hired, and processes streamlined. Ald. De Wane would like to see that continue.

Ald. Steuer concurs and wants Green Bay to be a leader, not a follower, and this is a good example of being a leader.

Motion carried unanimously to approve item 5c as presented.

- d. At the request of Alderperson Moore, request to reclassify the 0.5 limited term Neighborhood Development Specialist position at Pay Grade 32 (\$43,368 - \$53,984) to a full-time Real Estate Specialist at Pay Grade 32 (\$43,368 - \$53,984). Recommend approval to fill this position. The salary for this position will be funded approximately 30% by neighborhood enhancement fund bonds and 70% by the general fund with future consideration for funding from land sales.

A motion to approve the request as presented was made by Ald. De Wane and seconded by Ald. Moore for discussion.

Ald. Steuer requested the various funding mechanisms be listed for each of these positions. Director Vonck stated this position is currently funded half time by the neighborhood enhancement fund bonds. Director Boland recalls the bond has a specific amount of \$22,500 that is allotted for the limited term position.

Ald. Moore inquired if this request is just to approve the position and not actually moving the incumbent into the new position. Director Vonck stated this is a different position and a recruitment process will be conducted to fill the new position. Ald. Moore appreciates the work Mr. Rovinski has done in both the internship and limited term role and hopes the department will take that into consideration.

Ald. Sladek asked to clarify this position is an addition to staff of 0.5 FTE and overall this plan will add 2.5 FTE. Director Boland affirmed. Ald. Sladek stated there is a limit on how many additional staff positions can be added and questioned if it can be

assumed the administration prioritizes this reorganization so highly that this is where the City wants to add those positions. Director Boland stated one of the positions will be funded by Housing Authority funds. Ald. Sladek wants to know if this area is the Mayor's highest priority for adding staff.

Chief of Staff Rosendahl indicated he and Director Vonck met with the Mayor and reviewed the proposal in detail and the Mayor is fully supportive of the plan. Mr. Rosendahl has not proposed Ald. Sladek's question in that nature.

Ald. Sladek stated the fact this proposal has come forward with no intervention to the contrary, he'll presume that's the case and hopes the Mayor understands there are limits to this and there may not be room for other increases in subsequent months.

Director Foeller stated the committee may want to address how this position will be funded. A portion of this position would be funded by the general fund and there needs to be an action in order to do that.

Ald. Steuer asked whether benefits are offered to the 0.5 position. Director Foeller replied no but benefits would be offered to the full-time position. Before any changes can be made in appropriations, the committee must approve the funding by State Statute. The Director positions were included in the budget; however the Real Estate Specialist and Design Specialist positions are additional dollars that need to be added to the department's budget.

A motion to amend the request to include funding for the full-time Real Estate Specialist position of approximately 30% by neighborhood enhancement funds bonds and the remaining portion from contingency funds was made by Ald. De Wane and seconded by Ald. Moore.

Motion carried unanimously.

- e. At the request of Alderperson De Wane, request approval to fill one new position of Design Specialist at Pay Grade 32 (\$43,368 - \$53,984). The salary for this position will be funded 100% by the general fund with future consideration for funding from other revenue sources.

Ald. De Wane had discussions with Director Vonck, Director Boland and the Mayor regarding this position and the Mayor supports this position. This position is needed to help with a number of projects in the department.

A motion to approve this request was made by Ald. De Wane and seconded by Ald. Moore for discussion.

Ald. Steuer stated he held this position for 25 years and the department needs someone in the office to be a contact with the community at large as well as other development plans within the City. There is a need to be able to provide maps that

are readily available to everyone including council members, developers and citizens. Ald. Steuer supports this position.

Ald. Moore noted this position would require the same funding language as the Real Estate Specialist position. Ald. Moore then asked if the contingency fund could be reimbursed if land sales exceed the budgeted amount. Director Foeller indicated that would be an option. Land sales are budgeted at \$500,000.

Motion carried unanimously.

- f. Request approval to fill one new position of Clerk III at an hourly rate of \$17.45/hour or \$36,296 annually. The salary for this position will be funded 100% by Green Bay Housing Authority and Brown County Housing Authority funds.

A motion to approve the request as presented was made by Ald. Moore and seconded by Ald. Sladek. Motion carried unanimously.

- 6. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of routine personnel actions was made by Ald. De Wane, seconded by Ald. Moore. Motion carried unanimously.

- 7. Request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Public Works Superintendent/Sewer & Bridge Section – Public Works
 - b. Sewer Leadworker – Public Works
 - c. Sewer Maintenance Worker – Public Works

A motion to approve 7a, b, and c was made by Ald. De Wane and seconded by Ald. Moore.

Ald. De Wane commented the City will be losing over 100 years of experience with these three retirements.

Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. De Wane and seconded by Ald. Sladek at 5:55 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary